



Department of Housing and Urban Development
Public and Indian Housing

Special Attention:
Public Housing Office Directors;
Administrators, Offices
of Native American Programs

Notice PIH 97-22 (HA)

Issued: May 7, 1997

Expires: May 29, 1998

Cross References:

Subject: Section 8 Family Self-Sufficiency Program Coordinators
FY 1997 NOFA Processing Instructions

1. Purpose. This notice contains instructions for providing funding under the FY 1997 NOFA for Section 8 FSS program coordinators.

2. Background. The NOFA was published in the Federal Register on May 1, 1997. HUD Offices should read and understand the NOFA requirements before proceeding with further review and funding. To receive funding under the NOFA, an eligible HA must certify that, (1) it has hired an FSS program coordinator with funding previously awarded for that purpose, and (2) the HA has made progress in implementing the FSS program. The HA certification is due in the HUD Office no later than 3:00 p.m. local time on June 2, 1997.

3. HUD Office Review. The HUD Office may not provide FY 1997 FSS program coordinator funding to any HA that (1) has not used its prior allocation(s) of FSS program coordinator funding to hire an FSS coordinator, or that (2) has failed to make progress in its FSS program.

Before awarding funding under the NOFA, the HUD Office must:

- (1) Receive the required HA certification at or before 3:00 p.m. local time on June 2, 1997, and
- (2) Based on information known to the HUD Office, verify to the best of its knowledge that the HA certification regarding past use of funds and FSS progress is true and correct.

4. Measuring Progress. The HA certification regarding its FSS

progress must indicate whether the HA has convened its program coordinating committee; submitted its FSS action plan to HUD for approval; and executed contracts of participation with FSS participants. The certification must also indicate the required minimum program size and the number of Section 8 families currently enrolled in FSS.

The HUD Office should review each HA's certification regarding progress taking into consideration the time allowed for FSS program implementation under the regulations. Specifically, the action plan is due within 90 days of the FSS mandate; outreach and enrollment must begin within one year of the FSS mandate; and full enrollment and delivery of services must occur within two years of the FSS mandate. HUD may extend these deadlines when, despite the HA's best efforts, they cannot be met. The progress any particular HA is expected to have made depends on when the HA was first obligated to undertake the FSS program and when previous funding for an FSS program coordinator was made available.

The HUD Office should consider the HA's local conditions (e.g., access to supportive services, cooperation from other organizations) and any information the HUD Office has on HA effort or lack of effort to make progress in implementing FSS.

If, in HUD Office judgment, an HA is making progress in its FSS program, it may be funded. Where the HUD Office determines that progress has not been made or is halted without good reason the HA may not be funded.

5. Funds Assigned. Funds have been assigned to all HUD Offices sufficient to fund:

- (1) All HAs funded in FY 1996 up to 103 percent of the FY 1996 award, and
- (2) All HAs funded in FY 1995 that did not receive funding in FY 1996 up to 106 percent of the FY 1995 award.

Funds assigned are only sufficient for a maximum award to any HA for FY 1997 of \$44,000. Only HAs that previously received funding for FSS coordinators may be funded; no new HAs may be funded under this NOFA. The Form HUD-185 Fund Assignment will list the HAs for which funds are assigned.

6. Proceed to Reserve and Contract. Once the HUD Office has determined that the HA certification is true and correct and that the HA has made progress in implementation of the FSS program, you may proceed to reserve and contract the assigned funds. HUD

Offices should be sure to reserve and contract the full amount assigned for each eligible HA.

7. Excess Funds. If a HUD Office has excess funds assigned as a result of an HA not being funded because it failed to use funds previously provided to hire an FSS coordinator, or because it failed to make progress in implementing the FSS program, the HUD Office should notify Jerry Benoit by e-mail (Gerald J. Benoit at PIHPOST) of each HA that will not be funded and the amount that will not be used. Headquarters will recapture the excess amounts for reuse.

If you have any questions concerning this notice, please contact Susan Loritz at (202) 708-0477 x4068.

/s/Michael B. Janis for
Kevin Emanuel Marchman
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